

**LAST REVISED DATE: 11/10/2020**

## General Information

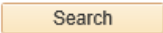
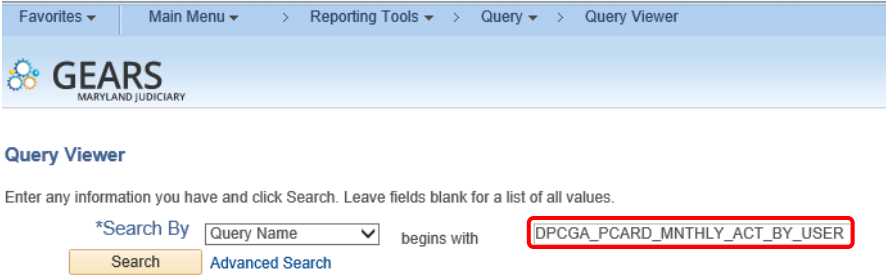
| Task   | Process Information  |
|--|--|
| <b>Running the P-card query to view monthly activity</b><br><br><b>Note:</b> If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk. | Steps to run the P-card query to view the monthly p-card activity for P-card holders and proxies.<br><br><b>Note:</b> This query can be run by the cardholder or their proxies. Proxies for more than one cardholder will see data for all of the cardholders. |

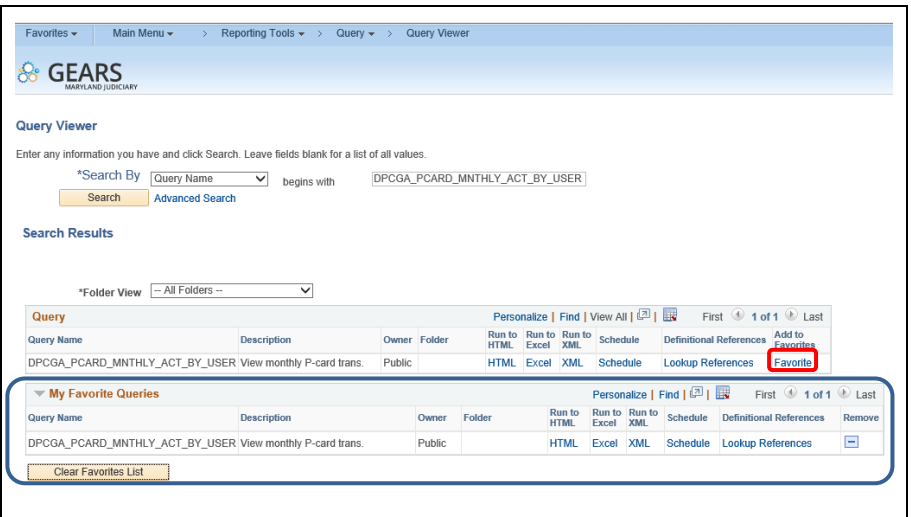


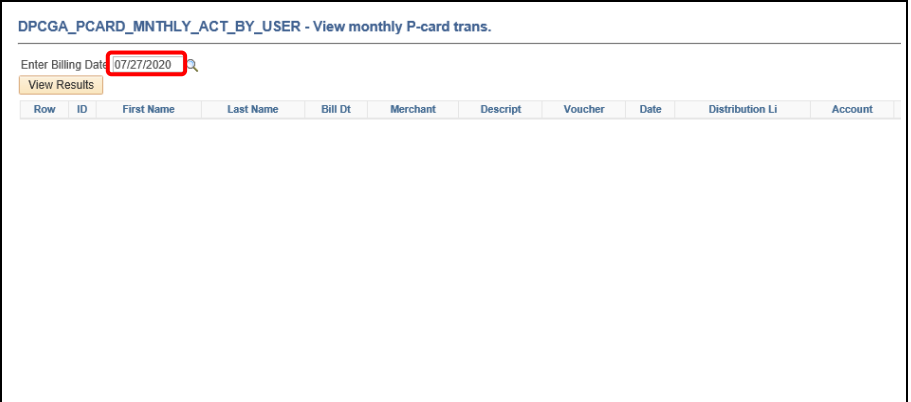
## GEARS Navigation

|  |  |
|--|--|
| Main Menu > Reporting Tools > Query > Query Viewer | <a href="#">Main Menu</a> > <a href="#">Reporting Tools</a> > <a href="#">Query</a> > <a href="#">Query Viewer</a> |
|--|--|

## Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

| STEP | ACTION   | DETAILS  |
|------|--|--|
| 1.   | Enter the name of the query<br><b>DPCGA_PCARD_MNTHLY_ACT_BY_USER</b><br>in the search field.<br><br>Then click  . |  |

|                   |  |  |
|-------------------|--|--|
| <p><b>1a.</b></p> | <p><b>Note:</b> If you'll be using this query on a regular basis, you can add this query as your favorite.</p> <p>This will save you the trouble of having to search for the query each time.</p> <p>Once you save a query as your favorite, it will show up under <b>My Favorite Queries</b>.</p>   |    |
| <p><b>2.</b></p>  | <p>There are a couple options to view the results of the query.</p> <ol style="list-style-type: none"> <li>1. <a href="#">HTML</a></li> <li>2. <a href="#">Excel</a></li> </ol> <p>Click on your preferred option.</p>   |   |
| <p><b>3.</b></p>  | <p>A new tab will open on your browser.</p> <p>Use the  to pick a Billing Date and then click</p> <p><a href="#">View Results</a></p> <p><b>Note:</b> Depending on the option you picked, your results will either display on the webpage or you'll be prompted by your browser to open an excel file with the results. As typical with excel files, data can be searched on, sorted and filtered on.</p> |  |



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